

Job Role: HR Administrator
Salary: ₹1.2- 2.4 LPA (Depends on Performance in the Interview)
Duration: Full Time
Qualification: Any Degree
Year of Passout: 2021, 2022 and 2023
Location : Bangalore

Job Responsibilities:

- End to End Recruitment, Employee Relations, Employee Relationship & Training.
- Sourcing and Screening Candidates: Source, screen, and assess potential
- Building Relationships: Establish and nurture relationships with consultants.
- Interviewing Candidates: Conduct interviews with prospective candidates, evaluating their skills and suitability for various roles.
- Negotiating and Facilitating Placements: Negotiate compensation packages, extend job offers, and facilitate the smooth placement of candidates. Encourage and solicit referrals of other qualified consultants.
- Submission of Candidates: Submit qualified candidates to open job requirements, ensuring a seamless and efficient recruitment process.

Skills:

- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively in a team-oriented environment.
- Eagerness to learn and adapt to new challenges in the field of talent acquisition.